



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
LANSING

EARL J. POLESKI
EXECUTIVE DIRECTOR

January 2, 2019

TO: Owners & Management Agents of LIHTC, 1602, TCAP,
HOME, and NSP Properties

FROM: Mike Witt, Director of Asset Management

SUBJECT: 2018 Annual Owner's Compliance Certification - Due March 1, 2019
Tenant Data Reporting – Due January 15, 2019

SUBMISSION DEADLINES:

The deadline for submission of the 2018 Annual Owner's Certification of Continuing Program Compliance (Owner's Certification) for all LIHTC, 1602, TCAP, HOME, and NSP developments is **March 1, 2019**. This annual reporting requirement applies to all LIHTC, 1602, and TCAP developments in the initial 15 year compliance period and the extended use period, and all HOME and NSP developments in the affordability period, and the MSHDA extended use period for HOME funded projects, if applicable.

An electronic copy of the executed 2018 Owner's Certification forms must be transmitted to MSHDA. Instructions for submission are posted on MSHDA's website at:
http://michigan.gov/mshda/0,4641,7-141-5555_8002_34213---,00.html.

Please note: There is no additional requirement to mail submission packages.

The deadline for submission of tenant data through 12/31/18 for all units via MSHDA's Certification On-Line (COL) system is **January 15, 2019**.

Extension requests must be submitted in writing and will be approved only for extenuating circumstances.

SUBMISSION REQUIREMENTS:

The following is a list of the forms and documentation that must be completed to fulfill the annual compliance certification requirements for the compliance year ending 12-31-2018. Please note that requirements vary due to differences in federal program requirements and the year the tax credits were first claimed, or will be claimed, if applicable. The documents below must be downloaded from MSHDA's website located at www.michigan.gov/mshda. (Click on "Rental" at the top of the page, then "Property Managers", then "Compliance for Rental Housing", then "Forms", and then "Year End Reports"). (Please note changes have been made from last year forms.)

All Developments:

- LIHTC/1602/TCAP Owner's Certification Form and/or HOME/NSP Owner's Certification Form (**Note: For properties with both funding sources, both forms are required**)
- Utility Allowance Documentation Form
- Resident Fees Form
- Ownership Entity Information Form (if not previously submitted, or if previously submitted form requires revision)

735 East Michigan Avenue, P.O. Box 30044, Lansing, Michigan 48909
michigan.gov/mshda • 517.373.8370 • FAX 517.335.4797 • TTY 800.382.4568

HOME additional forms:

- HOME Rent & Occupancy Report

NSP additional forms:

- NSP Rent & Occupancy Report

LIHTC additional forms:

- First Year Credit Statement (if not previously submitted as actual year credit claimed, or if previously submitted form requires revision)
- Common Area Unit Designation Statement (if applicable, and if not previously submitted). Note: Any change to the status of a Common Area Unit must be pre-approved by MSHDA.
- First Year's IRS Forms 8609 **with Part II completed** (if not previously submitted)

If a property has been awarded LIHTC, but has not yet been placed in service, the following documentation is required:

- Owner's Certification Form – Complete only Page 1, then sign and date Page 4 (only page 1 and 4 are required).
- First Year Credit Statement – indicating when credits are anticipated to be claimed
- Ownership Entity Information Form

IMPORTANT NOTES:

Owner and Management Contact Information (Owner Certification form Page 1):

Owner Certification forms must contain all ownership and management contact information. All communication from MSHDA Compliance is transmitted by email, therefore email addresses for owner and management agent contacts are required, and must be provided.

Reporting Changes in Ownership, Management Agent, or Contacts – Any change in ownership, management agent, or contacts throughout the year must be reported to MSHDA Compliance. Please complete the applicable form - "Notice of Change in Ownership" or "Notice of Change in Management Agent". If there was a change in 2018, you must submit the form with this package, unless the form was previously submitted.

Units Vacant more than 30 Days: If any unit(s) was/were vacant for more than 30 days as a result of a casualty loss (i.e. fire, water damage, vandalism, etc.), a Casualty Loss form must be submitted. The form can be found at the following link:

http://www.michigan.gov/mshda/0,4641,7-141-8002_26576_26589-154136--,00.html.

If you are unable to access MSHDA's forms, COL for tenant data collection, or have any other questions regarding the annual year-end reporting requirements, please contact MSHDA staff at (517) 241-2560 or mshdacompli@michigan.gov.